

# SDOT

## SDOT Director's Rule 1-2019

<b>Applicant:</b>  CITY OF SEATTLE Seattle Department of Transportation (SDOT)	<b>Page</b>  1 of 8	<b>Supersedes:</b>  2-2012
	<b>Publication:</b>  1/16/2019	<b>Effective:</b>  1/30/2019
<b>Subject:</b>  Designation of Festival Streets and activities allowed under a Street Use Festival Street permit.	<b>Code and Section Reference:</b>  Seattle Municipal Code (SMC) Sections 3.12.030, 11.14.203, 15.02.046, Titles 15 and 22, and Chapters 23.55, 25.08, and 3.02	
	<b>Type of Rule:</b>  Legislative	
	<b>Ordinance Authority:</b>  Ordinance 123600 and SMC 3.12.030	
<b>Index:</b>  Festival Streets; Street and Sidewalk Use	Approved	Date
	Sam Zimbabwe, Director Seattle Department of Transportation	

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### 1.0 REFERENCES

- 1.1 Seattle Municipal Code (SMC) Section 3.12.030, Director's Duties
- 1.2 SMC Title 15, Street and Sidewalk Use Code
- 1.3 SMC Section 11.14.203, Festival Street
- 1.4 SMC Chapter 25.08, Noise Control
- 1.5 SMC Title 22, Building Code
- 1.6 SMC Chapter 23.55, Sign Code
- 1.7 SMC Chapter 3.02, Administrative Code

### 2.0 RULE AND BACKGROUND

- 2.1 Seattle's public places are an important and complex resource. SDOT is authorized to manage Seattle's transportation system and strives to operate and maintain this system to support public health and safety for all members of the traveling public of all ages and abilities. SDOT is also responsible for overseeing permit processes for public places, including the Street Use festival street permit application process. SDOT supports the festival street program in order to activate the street-level pedestrian environment.
- 2.2 The SDOT Director is authorized to designate public places or portions of public places as festival streets, prescribing the uses that may be permitted on designated festival streets, and prohibiting some or all vehicular use on them, per SMC Section 3.12.030.

- 2.3 Ordinance 123600 authorized the Director to promulgate rules to implement the festival street program, including the designation process, allowable activities and uses, the term or duration of the activity, permit requirements, mapping of designated festival streets, and other subjects the Director believes may aid in implementing the festival street program.
- 2.4 The purpose of this Rule is to establish standardized procedures and requirements for the designation of a public place as a festival street and establish the items and activities that would be allowed under a Street Use festival street permit.

### **3.0 DEFINITIONS**

- 3.1 "Festival street" means a public place or portion of a public place that has been designated by the Director of Transportation for recurring temporary closure to vehicular traffic use for the purpose of pedestrian-oriented activities, as established by the Director of Transportation. (SMC 11.14.203)
- 3.2 "Public place" means public right-of-way and the space above or beneath its surface, whether or not opened or improved, including streets, avenues, ways, boulevards, drives, places, alleys, sidewalks, planting strips, squares, triangles, and plazas that are not privately owned. (SMC 15.02.046)

### **4.0 FESTIVAL STREET CONSIDERATIONS**

- 4.1 Only non-arterial streets or alleys may be designated as festival streets.
- 4.2 Intersections shall not be included in a festival street designation.
- 4.3 The following types of streets are considered the most appropriate for designation as a festival street:
  - 4.3.1 Street Types as defined by Streets Illustrated as Commercial Alleys, Downtown Neighborhood Access, and Urban Village Neighborhood Access;
  - 4.3.2 Streets within or providing connections to pedestrian-oriented neighborhood commercial areas where festival street activity could reinforce commercial and mixed-use activity;
  - 4.3.3 Streets that are direct links to major transit facilities and light rail stations;
  - 4.3.4 Streets that when regularly closed to vehicular traffic would not require significant vehicular traffic detours, rerouting transit service or inhibit emergency vehicle access to areas;

- 4.3.5 Streets at critical locations in redeveloping areas that could serve as a focus for new development and provide direction for desirable changes in land use patterns;
  - 4.3.6 Streets that provide safe pedestrian and bicycle connections with neighborhood amenities, such as schools, shopping areas, public facilities, institutions, and public open spaces; or streets integrated with the City's urban trail network and enhance the quality of the pedestrian environment without conflicting with the desired traffic circulation;
  - 4.3.7 Streets that have a special character of interest to pedestrians including streets with special views and streets located in areas of unique architectural interest;
  - 4.3.8 Streets with amenities for use by event organizers and attendees such as access to electrical outlets, pedestrian-scale lighting, or seating; and
  - 4.3.9 Streets that have little to no impacts to paid parking.
- 4.4 The following types of streets are considered the least appropriate for designation as a festival street:
- 4.4.1 Streets that serve a majority of single-family residential development;
  - 4.4.2 Streets that include multiple driveways, particularly mid-block that provide the only point of access for residential or commercial parking lots;
  - 4.4.3 Streets that provide service or regular access for public transit vehicles, non-service related turn-around, or layover;
  - 4.4.4 Streets which provide the only loading/unloading zone for major transit facilities and light rail stations; and
  - 4.4.5 Streets that provide Seattle Fire Department emergency routes.

## **5.0 FESTIVAL STREET DESIGNATION PROCESS**

- 5.1 SMC Section 3.12.030 authorizes the SDOT Director to designate portions of public places as festival streets. The designation of festival streets is intended to be a community-driven effort with support from the neighborhood.
- 5.2 Anyone may submit applications to the SDOT Director requesting a street to be designated as a festival street.
- 5.3 The applicant proposing the new festival street designation shall notify the surrounding community of the proposal. Applicants are required to use printed, electronic, and in-person communications as part of their outreach plan. At a minimum, direct notice shall be provided to abutting property owners and residents and property owners and residents within one block

of the proposed festival street, applicable business improvement associations, community development authorities, and neighborhood news organizations. The required notice shall occur at least 30 days prior to application submittal.

- 5.4 All printed and electronic/digital outreach materials shall include the following information and be open to the general public:
  - 5.4.1 Location of the proposed festival street;
  - 5.4.2 Contact person for the proposal, including, email address, phone number or alternate way of providing written feedback on the proposal directly to the applicant; and
  - 5.4.3 Note where any additional information about the proposal can be found.
- 5.5 Culturally-competent outreach elements such as translation, advertisement in ethnic media outlets, or interpretation at meetings shall be included in the outreach for areas with greater than the city-as-a-whole average for two or more of the following:
  - 5.5.1 Limited English proficiency identified as percentage of households that are linguistically isolated;
  - 5.5.2 People of Color, identified as percentage of the population that is not non-Hispanic white; or
  - 5.5.3 Low-income, identified as percentage of population with income below 200% of poverty level.
- 5.6 The outreach shall include at least one method of each type of outreach. All in-person events must be open to the general public and publicized, and use at least one electronic/digital and one printed outreach method. Examples include, but are not limited to:
  - 5.6.1 Printed outreach:
    - Fact sheets or flyers hand delivered or mailed;
    - Local print newsletters;
    - Posters in local businesses, venues, or community centers; and
    - Sign(s) posted at the proposed site.
  - 5.6.2 Electronic/digital outreach:
    - Project website or webpage;
    - Email to community distribution list/listserv;
    - Post on local blog, social media, or in digital newspapers; and
    - Online survey.
  - 5.6.3 In-person outreach:
    - Group meetings or focus groups in homes, businesses, or community venues;

- Interviews with community members/leaders;
  - Drop-in hours at business or community centers;
  - Staffed “pop-up” or tabling events near the proposed site;  
and
  - Guided tour or site walk
- 5.7 If the proposed festival street is within a Historic or Landmark District, the applicant shall obtain a Certificate of Approval from the applicable Board prior to applying for the festival street designation.
- 5.8 Documentation for outreach and public notification shall include the following:
- 5.8.1 A summary of the community outreach including a list and description of the outreach methods used and dates associated with each method;
- 5.8.2 Sufficient materials to demonstrate that each outreach method was conducted as described;
- 5.8.3 For printed outreach, documentation must include either:  
A copy of mailed notice and address list; or  
A copy of flyer and distribution area or route;
- 5.8.4 For electronic/digital outreach, documentation shall include a copy of or link to the blog post, newsletter, or project website; and
- 5.8.5 For in-person outreach, documentation shall include:  
A copy of sign-in sheet and/or applicant notes from community meeting;  
A photo of comment boards at open house, or of audience at meeting; or  
An email from community partner confirming date and time of in-person contact.
- 5.9 To apply for a new festival street designation, applicants shall submit: an application, a site plan showing the location of the proposed festival street, documentation of outreach and public notification, a summary of feedback received, adjacent property contact information, a proposed traffic control plan that conforms to the City of Seattle Manual for In Street Work, and, if applicable, any Certificates of Approval to SDOT.
- 5.10 The SDOT Director will only review applications for new festival street designations after all required materials have been received.
- 5.11 Following review, the SDOT Director will make a decision on the festival street designation proposal. Upon designation of a new festival street, SDOT will amend the list and maps of designated festival streets to reflect the newly designated festival street. The list and maps of designated festival streets can be found on the SDOT website.

## **6.0 FESTIVAL STREET DESIGNATION REMOVAL PROCESS**

- 6.1 SMC Section 3.12.030 authorizes the SDOT Director to manage streets. The designation removal of a festival street is intended to be a community-driven effort with support from the neighborhood.
- 6.2 Anyone may submit a request to remove a festival street designation to the SDOT Director.
- 6.3 The party requesting the removal of the festival street designation must notify the surrounding community of the proposal. Applicants are required to use printed, electronic, and in-person communications as part of their outreach. At a minimum, direct notice shall be provided to abutting property owners and residents and property owners and residents within one block, applicable business improvement associations, community development authorities, and neighborhood news organizations. The outreach shall contain at least one method of each type of outreach. See section 5.6 for examples.
- 6.4 To request removal of a festival street designation, the party requesting the removal shall state the reason for the request in writing, submit documentation of outreach and public notification, summary of feedback received, and adjacent property contact information.
- 6.5 Following review, the SDOT Director will make a final determination of the designation.
- 6.6 If the designation is removed, SDOT will amend the list and maps of designated festival streets on the SDOT website.

## **7.0 STREET USE FESTIVAL STREET PERMIT**

- 7.1 Only streets that are designated as a festival street by the SDOT Director are eligible for a SDOT Street Use festival street permit. Other types of Street Use permits may be available to close a street for an event in a street that has not been officially designated as a festival street.
- 7.2 A festival street permit is a Street Use permit intended for to plan an event or series of events that restrict vehicular traffic on the designated street, with the exception of emergency vehicles.
- 7.3 Festival street permit holders are responsible to ensure the traffic control devices conform to the approved traffic control plan for the specific festival street.

- 7.4 A Street Use festival street permit may only include activities permitted under this permit type, see Client Assistance Memo 2504 for examples of permitted and unpermitted activities
- 7.5 The Director or their designee may, as deemed appropriate, condition the Street Use festival street permit to minimize impacts to vehicular traffic, pedestrian traffic, and the surrounding neighborhood.